

NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES

GUIDANCE DOCUMENT

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Pursuant to
Neb. Rev. Stat. § 84-901.03

State of Nebraska WORK INSTRUCTION DOCUMENT FOR: Process: Equivalencies for Business Management Training for Family Child Care Homes I and II	Prepared by: Lindsay Braddock	Date Approved:
	Version Number 2021-001	Page 1 of 1

Policy: To ensure a licensee in a Family Child Care Home I or a primary provider in a Family Child Care Home II has completed a business module developed by the Early Childhood Training Center (ECTC).

Purpose: To ensure any proposed equivalent to completion of the business module is approved by the Department.

Scope: The scope of this standard operating procedure lies within the Division of Public Health Licensure Unit.

Responsibilities: Staff have various responsibilities for ensuring a business module of training is completed by the licensee or primary provider.

Definitions: N/A

Procedure: The Office of Children’s Services Licensing will accept, in the form of an official written transcript, the following equivalencies for Business Management Training:

Education/Training Option

- Completion of a course/class in Early Childhood Administration obtained from an accredited institution of higher learning. Institutions include those programs which offer an Associate’s (2 year) or Bachelor’s (4 year) degree.
- Completion of Getting Down to Business Training or Child Care Center Management Training developed by the Early Childhood Training Center (ECTC).

Experience Option

- At least 5 years of consecutive experience as the primary provider in a licensed Family Child Care Home I or II AND the licensed facility was not subject to a discipline, whether imposed or withdrawn during that time period; OR
- At least 5 years of consecutive experience as a Director of a licensed child care center or preschool program; AND the director or facility was not subject to a discipline, whether imposed or withdrawn during the time the individual served as director.

Expected Results/Measurements: Licensees and primary providers will meet either Business Management training or equivalency requirements.

References: 391 NAC 1-006.04C
391 NAC 2-006.04C

Revision History: New 4/10/2017
Revised 10/19/2021